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MEMORANDUM FOR THE RECORD

17 March 1958

SUBJECT: Steering Committee Meeting,
March 7, 1958

1. The Committee met at about 1030 March 7 in the Director's Conference Room. The following were present:

Col. L. K. White, Deputy Director (Support), Chairman
 Mr. Richard Helms, Acting Deputy Director (Plans)
 Mr. Robert Amory, Jr., Deputy Director (Intelligence)
 Mr. Lyman Kirkpatrick, Inspector General
 Mr. Lawrence Houston, General Counsel
 Col. S. Edwards, Director of Security

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Mr. Frank M. Chapin, DCI Liaison Officer

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2. Secure Telephone System

The Steering Committee approved the recommendations included in the Memorandum for the Chairman dated March 5 which in effect provides for a single telephone system [redacted] which would be so restricted as to meet security requirements

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3. Cafeteria

The Committee discussed requirements for restricted areas to be provided in the Cafeteria and agreed that the larger area should be restricted to CIA personnel. A smaller area should be provided for visitors, applicants and others who might be in the building during the lunch period. CIA employees wishing to take visitors to lunch would use the smaller unrestricted area. The question of a table service dining area was discussed and it was agreed that such service should be available and the dining area divided into two areas one of which would be restricted to CIA personnel and the other unrestricted. The above mentioned areas of the Cafeteria will be divided by fixed screens generally about thirteen feet in height but not reaching the ceiling.

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4. Progress Report

a. [redacted] reported on the progress being made at the site and in preparation of drawings. He stated that the Clearing Contractor had almost finished and that the Grading Contractor has started operations.

b. In connection with the Intermediate Working Drawings submitted by the Architect-Engineer he announced that it would be necessary to advise the Architect of all revisions in partition layouts by 30 April 1958 and that the final working drawings would be prepared in accordance with these layouts.

5. Visit to Site

It was agreed that arrangements would be made for members of the Steering Committee to visit the site Saturday, March 15.

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[redacted]
Secretary, Steering Committee

APPROVED: 17 Mar 58
Date

[redacted]

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L. K. White
Deputy Director
(Support)

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